

DAM - Create collection / story

KL Support - 2017-03-14 - Digital Asset Management (DAM)

AT A GLANCE:

- 01.** Select tools
 - 02.** Select create new story
 - 03.** Enter general story information
 - 04.** Select save
 - 05.** Create story chapter/s
 - 06.** Save the story
-

01. SELECT TOOLS

From the top menu panel, select tools.

02. SELECT CREATE NEW STORY

Under the Stories, Recipes and Events heading, select create new story.

03. ENTER GENERAL STORY INFORMATION

Enter the story name and description, select from the predetermined classifications and uncheck the three boxes (use discussions, use recipes and use instructions).

04. SELECT SAVE

Select save from the base of the screen. A message will be displayed 'at least one chapter must be created'.

05. CREATE STORY CHAPTER/S

Select the chapters tab from within the story, select 'add chapter'.

Enter chapter name into the title field and description if required.

Select save from the base of the screen.

SEE ATTACHMENT BELOW:

Tags
Collection

Story

Attachments

- [GEN_Canopy_StoryCreate.pdf \(27.86 KB\)](#)